

INSTRUCTIONS
OEO FORM 286
FINANCIAL STATUS REPORT

The Financial Status Report (OEO Form 286) must be submitted by the 10th working day of each month. **All amounts must be in whole dollars...** Please Note: Financial Status Reports should be directly to:

N.C. DHHS - Office of Economic Opportunity
Weatherization Assistance Program
2013 Mail Service Center
Raleigh, North Carolina 27699-2013

(This form has been established in Excel 2003 and is worksheet protected. This means that there are formulas locked into the worksheet which calculate all totals, total expenditures to date, unexpended balance and items C, D, E and F automatically. All other expenditure, budget and expected obligation information must be keyed in by the agency.)

If you do not have the excel capability, simply type the appropriate information in the correct locations.

Items 1, 2, 3, 4, 5, 6, 7, 8 and 9 are self-explanatory. The Grantee Number (item 2) is provided on page one of the Contract Agreement.

10. Enter in Column 10 the total expenditures previously reported for each project. The amounts should be the same as reported in column 12 of the previous month's report.
11. Enter in Column 11 the current period expenditures for each project.
12. Column 12 will automatically calculate the sum of the amounts shown in columns 10 and 11. If you are using the excel version of this form. If you are completing this form manually, enter the sum of the amounts shown in Columns 10 and 11.
13. Enter in Column 13 the approved budget amount for each project.
14. Column 14 will automatically calculate the difference between columns 12 and 13 if you are using the excel version of this form. If you are completing this form manually, enter the difference between columns 12 and 13.
15. Enter in Column 15 the amount of Weatherization expected obligations for the reporting period.

16. The Totals for each column (10 through 15) will calculate automatically if you are using the excel version of this form. If you are completing this form manually, enter the totals for each column (10 through 15).
- A. Letter "A" of Column 12 will automatically calculate if you are using the excel version of this form. If you are completing this form manually, enter the total of Column 12.
 - B. Enter in Letter "B" of Column 12 the total amount of cash received for the Grant to the date of submission of this report. This would include the advance your agency has received for next month's activity.
 - C. Enter in Letter "C" of Column 12 the total amount of Cumulative Program Income.
 - D. Letter "D" of Column 12 will automatically calculate if you are using the excel version of this form. If you are completing this form manually, enter the difference between "B" minus "C", minus "A".
 - E. Letter "E" of Column 12 will automatically calculate if you are using the excel version of this form. If you are completing this form manually, enter the total in Column 15, Expected Obligations for Weatherization.
 - F. Letter "F" of Column 12 will automatically calculate if you are using the excel version of this form. If the calculation is a negative amount, the form will indicate that amount in parenthesis. If you are completing this form manually, enter the difference between "E" and "D". If the amount is a negative amount, enter that amount in parenthesis.

CERTIFICATION: The Financial Status Report **must** bear the original signature of the Executive Director or Board Chairperson, and the typed name of the person preparing the report.